

Thank you to everyone who contributed to this document's development and creation.
It could not have been done without the time, input and expertise of everyone involved.

Parks Natural Resource Division
Parks Resource Management Division
Utilities Department
Planning & Community Development Department
City of Bellevue Graphics Department



Parks & Community Services Department • (425) 452-6881
Post Office Box 90012 • Bellevue, Washington • 98009 9012

This manual was written to provide clear direction on standard operational procedures; to effectively communicate the operational practices of the Parks & Community Services Department (Parks) to the public; and to respond to regional, state and federal environmental issues. Proper care and maintenance, as well as the understanding of certain practices and systems, is essential in perpetuating the longevity and usefulness of city assets.

The Parks & Community Services Department's mission is to contribute to a healthy community through an integrated system of exceptional parks, open space, recreational, cultural and human services. This mission is based on the Parks and Community Services Department's philosophy to:

- protect and preserve environmentally sensitive natural areas;
- provide connections for an integrated open space system;
- enhance the City's visual character throughout the park system by perpetuating the "City in a Park" ideal;
- to acquire and develop park facilities to meet the present and future needs of the community; and
- to renovate or modify parks for optimum use of resources.

The goals of the Parks & Community Services Department are to ensure the safety of citizens, protect water quality, provide for recreation, preserve wildlife habitat, buffer land uses, and improve landscape conditions. All park designers, planners, managers, crews and contractors are required to use water efficiently; implement the principles of IPM; reduce and reuse landscape waste materials; minimize negative impacts on aquatic environments and soil organisms; design and renovate landscape areas to suit the site conditions; and restore, create and protect environmentally rich areas such as wetlands and riparian corridors, and aquatic, wildlife, forest and meadow habitats.

The Parks & Community Services Department, is the single largest land owner and manager in Bellevue, with 2,480 acres of property. Of this, approximately 800 acres are in developed park sites, with various amenities such as: beaches, golf courses, sport-fields/ courts, community centers, and City buildings. The remaining 1,680 acres are in natural areas comprised of forests, steep slopes, wetlands and meadows. Parks also manages 46 acres of farmland and 120 acres of street tree and arterial landscapes within the City's developed right-of-ways.

In order to continue to improve the standard of care and our maintenance practices, the Parks Department will review and revise this manual every 2 years. Any changes, modifications, or comments regarding these best management practices, should be directed to the Natural Resource Division.

Sincerely,

Patrick Foran, Director
Parks & Community Services Department

Table of Contents

Introduction.....	ii
How to Use This Manual.....	iv
Chapter 1: Construction Site Management.....	1-1
Chapter 2: Integrated Pest Management (IPM)	2-9
Chapter 3: Irrigation & Water Management.....	3-31
Chapter 4: Nursery Operations	4-37
Chapter 5: Plant Beds.....	5-41
Chapter 6: Turf	6-49
Chapter 7: Streetscapes	in development
Chapter 8: Trees and Natural Areas.....	8-57
Chapter 9: Trails.....	9-79
Chapter 10: Agricultural Areas.....	10-85
Appendices:.....	A-93
References.....	A-93
Specifications Library-Drawings.....	A-94
Workload Time Standards.....	A-157
Workload Examples	A-158
City of Bellevue Water Contingency Plan.....	A-163
Parks Water Shortage Response Plan	A-182

How To Use This Manual

This manual represents present day ideals and should be seen as a flexible document that can readily adapt to new environmental information and management technologies. The wording of this manual has been carefully selected. “Shall and will” have been selected to indicate those activities that are performed as management practice. The verb “should” prescribes practices the Department should be performing to adequately care for the resources base.

In an effort to better portray this information, this manual has been divided into 10 chapters, which, when taken in their entirety, represent the breadth of the Parks & Community Services Department’s maintenance operational responsibilities.

Each chapter has a consistent section format, as follows.

Notes

Every page of this document is provided with a side column in which the reader can make notes. As this document is meant to be revised every 2 years, this enables readers to make any necessary corrections and/or updates as they arise.

Section 1-Purpose

Discusses the inventory of the resource being managed and describes the level of detail known about the resource. It explains the objectives for which that specific resource is managed and the role it serves in the community. This section also presents any of the environmental risks associated with the management of that resource and the effect it has on air and water quality.

Section 2-Definitions

Provides necessary definitions.

Section 3-Background

Provides background information about the resource, including: design elements considered during creation, renovation, or enhancement of the resource; and relevant policies.

Section 4-BMPs

Outlines the specific **Best Management Practices (BMP)** associated with the resource. BMP can be defined as: a clear and consistent set of directions to Parks staff for the management and maintenance of resource areas and the individual assets contained within those areas. Resource areas within the City of Bellevue parklands include landscape, horticulture, and urban forest categories. This section also includes safety and risk management procedures and equipment requirements, if applicable.

Section 5-IPM

Outlines the specific Integrated Pest Management practices associated for each resource, discussing effects of each type of pest on each resource type.

Section 6-Training

Notes training needed or required.